

# INVESTMENT ACCOUNT MANAGER

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Quicken® QIF Import

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# Investment Account Manager and Importing Quicken® QIF Files

**T**his import feature allows the conversion of most investment transactions from a Quicken 98 (Quicken Interchange Format QIF) file or later into the Investment Account Manager. **Note:** if you are using another application that is able to create files matching the Quicken Interchange Format (QIF) file structure, these too can be imported. However, you must verify the file structure is the same and that activities such as stock splits are properly listed in the QIF file. It should be noted that QIF files exported from Microsoft Money® do not contain the necessary information for stock splits, thereby making the QIF import limited for accuracy.

Please contact Investment Account Manager technical support if you have specific questions or errors regarding the Quicken import function.

Email: [techsupport@quantixsoftware.com](mailto:techsupport@quantixsoftware.com).

## What you will need from Quicken®

In order to complete the import process, you should have the following portfolio information available for reference. Depending on the version of Quicken you are using, the QIF export file and necessary reports may be located under different sets of commands. Check your Quicken help documentation for steps on creating the necessary files and reports.

- A **unique QIF export file** (use the Quicken File Menu | File Operations | Export | and select the options for Transactions and Security lists) for each portfolio you will be converting. For each QIF file you create, include all transaction dates.
- A **list of all your currently held securities:** their standard security symbols, quantity held, cost basis and recent market value for each portfolio (in Quicken use the Reports Menu | Investment Reports: Portfolio Value. Also print the Quicken Security List. Investments | Security List).

- **A listing of all sale transactions for each portfolio** (in Quicken use the Reports Menu | Investment Reports: Capital Gains – earliest to date). During the Quicken to Investment Account Manager import process you will be prompted to select a sale application method (i.e., First In First Out, Specific Lot Identification, Average Cost) for any sale in which only part of the security position has been sold. **Note:** if you have consistently applied all Quicken sale records using the First In – First Out method, you can select this sale method for automatic conversion of past sale activity at the beginning of the conversion process. You can also skip sale activity during the conversion process, but you will need to later enter those sales directly in Investment Account Manager. Quicken sale transactions that were entered for all shares owned of a security are automatically converted during the import process.
  
- **A listing of bond-like investments** (corporate bonds, Government bonds, etc.) and how they have been tracked in Quicken. For these bond-like investments, we suggest you print the Quicken Security Report that lists the past transaction activity for the security. Once you have this information, you can indicate at the beginning of the import process a conversion factor that Investment Account Manager requires for proper transfer.
  
- **Other reports** showing investment income, investment performance, and investment transactions to verify your imported Quicken data. Print these using the Quicken reporting option for Earliest to Date.
  
- If you have been tracking your daily money market fund (MMF) balances in Quicken, you can create the matching money market fund in the import process. This money market fund will be used as the offset for transaction amounts, as well as other cash transferred in or out of the account. If you would rather ignore the individual MMF transactions, you can enter a single net balance for the MMF at the end of the import process. If you choose this method, please be certain to have the net balance figure available.

## Quicken® Transaction Import Codes and Limitations

Investment Account Manager will convert the following Quicken transaction types:

- Buy - Buy Security
- BuyX - Buy & Transfer
- CGLong - Long-term Cap Gain Dist
- CGLongX - Long-term Cap Gain Dist & Transfer
- CGMid - Mid-term Cap Gain Dist
- CGMidX - Mid-term Cap Gain Dist & Transfer
- CGShort - Short-term Cap Gain Dist
- CGShortX - Short-term Cap Gain Dist & Transfer
- ContribX – Contribution & Transfer
- CvrShrt - Cover Short Sell
- CvrShrtX - Cover Short Sell & Transfer
- Div - Dividend
- DivX - Dividend & Transfer
- IntInc - Interest Income
- IntIncX - Interest Income & Transfer
- MargInt - Margin Interest Expense
- MargIntX - Margin Interest Expense & Transfer
- MiscExp - Miscellaneous Expense
- MiscExpX - Miscellaneous Expense & Transfer
- MiscInc - Miscellaneous Income
- MiscIncX - Miscellaneous Income & Transfer
- ReinvDiv - Reinvest Dividend
- ReinvInt - Reinvest Interest
- ReinvLg - Reinvest Long-term Cap Gain Dist
- ReinvMd - Reinvest Mid-term Cap Gain Dist
- ReinvSh - Reinvest Short-term Cap Gain Dist
- RtrnCap - Return of Capital
- RtrnCapX - Return of Capital & Transfer
- Sell - Sell Security
- SellX - Sell & Transfer
- ShtSell - Short Sell Security
- ShtSellX - Short Sell & Transfer
- ShrsIns - Add Shares to Account
- ShrsOut - Remove Shares from account
- StkSplit - Stock Split
- Xin -Transfer Cash In
- Xout -Transfer Cash Out

### Quicken Import Limitations

The following Quicken transaction types *are currently not converted*, and will be listed on the *QIF import Exception Report*, if included in the QIF file.

- Quicken ShrsIn will be treated as purchases during the import process. You can edit these record types in Investment Account Manager after you have completed the import process if necessary.
- Quicken transactions for mid-term capital gain distributions and reinvestments are converted and re-classified as long-term capital gain distributions and reinvestments due to the changes in the tax code.
- Quicken transactions prior to 1950 may need to be edited in Investment Account Manager for proper activity date. For example, if you have a purchase record dated 1943, the conversion procedure may treat this as 2053 depending on the Quicken export file. Verify activity date in Investment Account Manager after conversion by using the Transactions Menu | Portfolio Transactions | and then filter the ledger for the individual security to verify dates.
- The import function currently does not handle the following transactions at this time. These types of transactions, if any, will be listed on the Exceptions Report.
  - Exercise - Exercise Employee Stock Option
  - ExercisX - Exercise Employee Stock Option & Transfer
  - Expire - Expire Employee Stock Option
  - Grant - Employee Stock Option Grant
  - Vest - Vest in an Employee Stock Option

## Operational Notes

If during the QIF import process you need to suspend the import process, you can click on the **Suspend** button found on any of the import screens. This allows you to stop the import process, and later begin at this point. This might be necessary, for example, if you are missing past investment reports and need these to verify historical transactions.

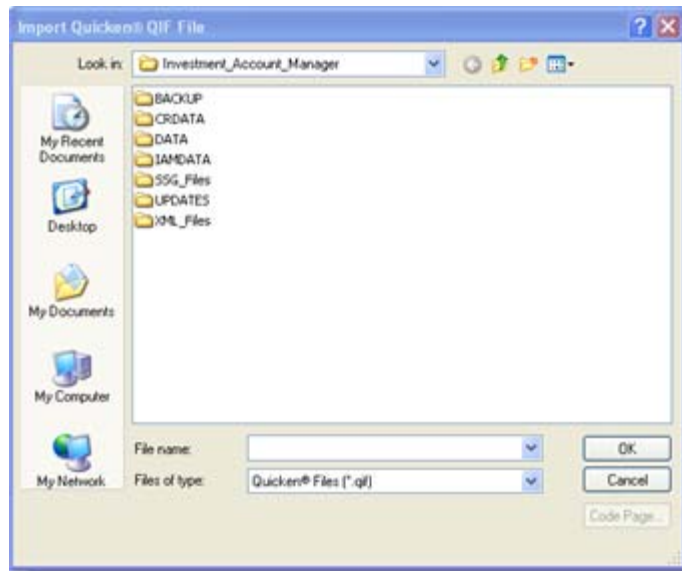
**Important:** you should also use the Suspend button to **abort the Quicken import process** for a portfolio if you want to start over after correcting errors in your Quicken data. After suspending the conversion, select the IAM File Menu | Add Edit Delete Portfolios choice. Select the Quicken portfolio and then use the **Delete** button to delete the partially imported portfolio from Investment Account Manager. You can then begin the QIF import of the portfolio data again.

As part of the conversion process, you may be prompted to enter necessary security symbols and identify security types. Use the **Quicken Security List** report as a reference while entering these securities. As part of the import process you can uncheck those assets you do not wish to convert. All records for these issues will be omitted from the import process, and will be listed on the Quicken File Conversion Exception Report. You can enter these directly into Investment Account Manager later as necessary.

During the import process, you will also be prompted to enter security sales information for any sales recorded in Quicken in which only part of the security position was sold. Use the **Quicken Capital Gains** report as a reference while entering these sale applications into Investment Account Manager. If you have consistently applied all Quicken sale records using the First In – First Out method, you can set a conversion preference for past sale activity. If you have not used FIFO for all previous sale transactions or you are unsure, each Quicken sale transaction can be confirmed during the conversion process. You can **choose between Minimum Gain, Maximum Gain, First In – First Out, or Specific Identification**. Sale transactions recorded in Quicken in which the entire holding was sold will automatically be imported to Investment Account Manager.

## Getting Started: Importing Your Quicken® Files

- Click on the **File Menu | Import | Quicken® Interchange Format (QIF) File**.
- Select the Quicken file for import to Investment Account Manager.
- Click the **OK** button.



## Quicken - Create a Portfolio

On the **Create Portfolio Setup** screen, you need to enter a name for portfolio you are importing from Quicken. (**Note:** Investment Account Manager is designed to easily track an unlimited number of portfolios, and we encourage users to take advantage of this feature if you have different types of portfolios: i.e. taxable accounts, IRAs, any trust accounts, any children accounts, etc.). Portfolios can be combined on IAM reports for aggregate views and reporting totals.

- Enter the **Portfolio Name**
- Enter an optional **Investment Objective**
- Use the **Next** button to continue. Use the **Cancel** button to quit the Quicken import function. **Note:** other fields shown such as financial institution, portfolio targets, etc. can be edited at a later time.

## Quicken - Import Preferences

Prior to importing your existing Quicken data to Investment Account Manager, you will need to answer several questions for your Quicken security and transaction files. Once you have made your selections, use the **Next** button to continue; or use the **Cancel Import** button if you decide to quit the Quicken import in order to print the necessary reports as described earlier in this document.

**Import Preferences**

Just a few questions before the import starts.....

Would you like to create a money market fund for offsetting transactions? (If the QIF file has an opening entry, do not add a beginning deposit.)  Yes  No

Security Symbol	Security Description	Beginning Deposit
		0.00

Use money market account for transfer cash in/transfer cash out?  Yes  No

Would you like all sales to be done automatically on a FIFO basis?  Yes  No

What conversion factor would you like to use for bond-like investments?

No Bond-like Investments

1 (1 bond entered as 1 unit, purchase price \$1000)

10 (1 bond entered as 10 units, purchase price \$100)

100 (1 bond entered as 100 units, purchase price \$10)

1000 (1 bond entered as 1000 units, purchase price \$1)

Would you like to use BetterInvesting Data Services to update information for mutual funds that are added? (Login ID & password required.)  Yes  No

Login ID: [text box]

Password: [text box]

Would you like to use data from StockCentral to update information for common stocks? (Login ID & password required.)  Yes  No

Login ID: [text box]

Password: [text box]

Would you like to use SSG data from AAIL to update information for common stocks?  Yes  No

[Cancel import] [Help] [Next]

- Create money market account (MMF) for cash offset: you can automatically create a money market fund account for your transactions during the import process.
  - **Yes:** select yes to automatically create one for your transactions during the import process. As transactions are imported, the money market fund will account for the cash offsets (deposits/withdrawals) automatically. You'll need to identify the **Security Symbol and Security Description** and a Beginning Deposit for this MMF. The beginning deposit should match the opening balance prior to your investment activity. The balance entered will show a transaction date matching the earliest date of your QIF import file. **Note: if your QIF file includes an entry for XIn that reflects the opening balance for your investment account, leave the beginning deposit entry as \$0.00. The XIn transaction will import as your opening balance deposit.**
  - **No:** if you prefer to simply enter a balance at the end of the conversion process, leave this choice as 'No.'

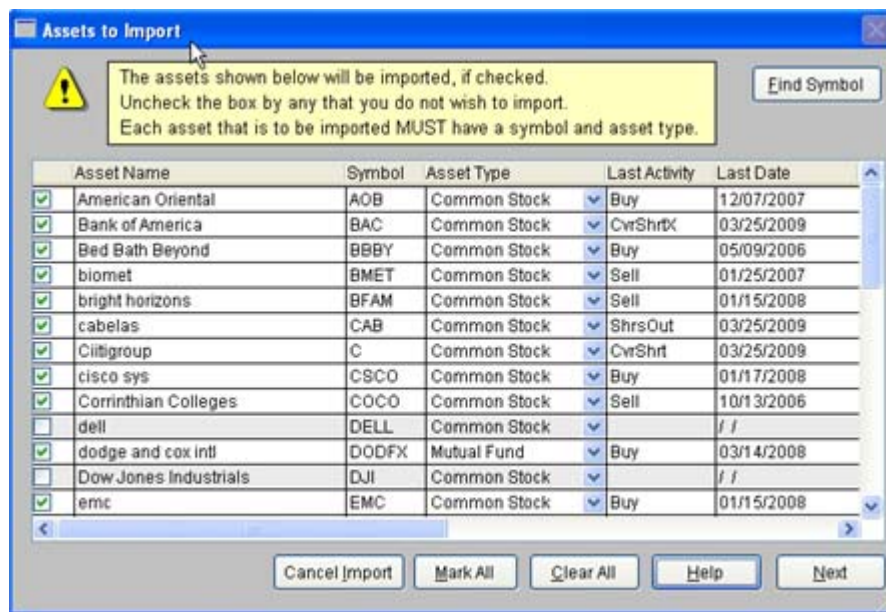
- Use money market account for transfer cash in & transfer cash out: if you have replied yes to the above question, you can also designate if any cash transferred into or out of your investment account (XIn and XOut transactions) should be offset using this money market account.
  - **Yes:** select yes to treat cash transfers in / cash transfers out as deposits/withdrawals for this money market fund.
  - **No:** select no to ignore cash transfers in / cash transfers out activity. These will then be listed on the Quicken Exceptions Report.
  
- Sale application method: for all past sale activity being imported from the QIF file, you need to identify how to treat the sale application.
  - **Yes:** if you have consistently applied all Quicken sale records using the **First In – First Out** method, you can select the ‘Yes’ option for automatic conversion of past sale activity.
  - **No:** if you have not used FIFO for all previous sale transactions, or you are unsure, select the option for ‘No’. Each Quicken sale transaction can be confirmed during the conversion process. You can choose between Minimum Gain, Maximum Gain, First In – First Out, Specific Identification or Average Cost (mutual funds).
  
- If you have entered bond-like investments into Quicken (corporate bonds, Government bonds, etc.), you need to indicate the method which you entered these securities. Please select from the available options. To accurately define Quicken bond-like investments, be sure you have created the necessary reports as outlined as earlier in this document. **Refer to the appendix at the end of this document** for details on bond conversion.
  
- Would you like to use BetterInvesting™ Data Services to update information for mutual funds that are added?
  - If you subscribe to the BetterInvesting Fund Data services, you can enter your subscription information. Investment Account Manager will automatically update fund descriptive information as they are imported from your Quicken file.
  
- Would you like to use StockCentral Data Services to update information for common stocks that are added?
  - If you subscribe to the StockCentral Data services, you can enter your subscription information. Investment Account

Manager will automatically update stock descriptive information as they are imported from your Quicken file.

- Would you like to use SSG data from AAI to update information for common stocks?
  - As an alternative to the StockCentral data service, if you subscribe to the AAI Stock Investor Pro software, you can choose to use this as the source for the necessary stock descriptive information as stocks are imported from your Quicken file.
  
- Use the **Next** button to continue.

## Quicken - Assets to Import

Prior to the import of Quicken® transaction data to Investment Account Manager, a table is provided that lists the securities in your Quicken Security List file.



Notice the far left column includes a check box option. Those assets with activity in your Quicken QIF file will be marked for import. You can use this check box to selectively identify which Quicken assets to convert, including those from other Quicken investment accounts that are included in the Quicken security list. If you have old Quicken assets you do not want to import (for example, an asset purchased and sold many years ago), you can uncheck this box. All records for issues omitted from

the conversion process will be listed on the Quicken Exceptions Report. The conversion procedure defaults with all Quicken assets checked for conversion to Investment Account Manager.

**Assets highlighted in yellow** require either a security symbol or security asset type prior to import. In most cases, this information will be provided in the QIF file if you included the 'security list' as part of the QIF export.

For those assets highlighted in yellow, click your mouse in the missing required field to complete:

- **Security Symbol:** enter the standard security symbol. For example, you would enter 'INTC' for Intel. If the security does not have a standard symbol, create a symbol that is indicative of the security being entered. You can also use the '**Find Symbol**' button if this asset has been previously entered into the Investment Account Manager current asset library, but is not being recognized by your QIF import file. You might find it helpful to use the Quicken Security List report as a reference while entering these securities.
- **Asset Type:** using the drop down arrow available, select the asset type for the security being entered. Listed below are the available asset types supported by Investment Account Manager.
  - A=Agencies
  - B=Corporate Bonds
  - U=U.S. Governments
  - E=Tax Exempt Bonds
  - S=Common Stocks
  - C=Cash Equivalents
  - F=Mutual Funds
  - P=Preferred Stocks
  - M=Money Market Funds
  - X=Other Investments
  - T=Exchange Traded Funds
  - Z=Index

Users of Quicken that have created other user defined asset types can select from the Investment Account Manager asset types available, or use the '**Other Investments**' category.

- Use the **Save** button to record your entries.
- Once all required information has been entered, use the **Next** button to continue with the import process.
- Use the **Cancel Import** button to quit and cancel the Quicken import.

**Note:** if you are importing Quicken transactions for a Certificates of Deposit (CD) type, Investment Account Manager will convert these as cash equivalents, tracked at maturity value. The quantity entered into your Quicken file will be used as the dollar amount of the CD. For example, if you entered the purchase of a \$5000 CD in Quicken, the entry should be a buy with \$1 for price, 5000 for shares, for the total amount of \$5,000.

## Quicken® Importing Process and Transactions

At the outset of importing Quicken securities and past investment transactions, Investment Account Manager will automatically download and update common stocks, exchange traded funds, and mutual funds using the available data sources, as selected by the user. Once the descriptive data has been updated, users will be prompted with transaction forms to indicate how to handle past Quicken entries. Depending on the Quicken transaction history imported, these forms include:

- Quicken – Specify Sale
- Quicken – Return of Capital
- Quicken – Transfer
- Quicken – Cover Short

### Quicken - Specify Sale

When importing prior **Quicken sale transactions of partial positions for multiple lots owned**, this screen is used to identify the security sales information. Use the Quicken Capital Gains Report as a reference while entering these sale applications.

**Note:** it is important to match the sale methods used in Quicken so any remaining cost basis in the security is accurate after the conversion process.

**Sale Transaction - Specify Sale Method**

Trade Date: 10/13/2006      Sale Price: 11.962  
 Security Symbol: COCO      Net Sale Amount: 2,392.42  
 Security Description: Cornithian College

Quantity Sold: 200.00000      Sort by Holding Period: [Dropdown]  
 Quantity Left to Apply: 0.00000      Sort by Unit Cost: Lower to Higher [Dropdown]

Date Acquired	Holding Period	Unit Cost	Quantity Held	Quantity Applied	Realized Gain or Loss	Remaining Cost
08/02/2004	Long Term	10.734	200.00000	200.00000	245.67	2,146.75
06/07/2004	Long Term	29.585	100.00000	0.00000	0.00	2,958.50
04/29/2004	Long Term	31.678	200.00000	0.00000	0.00	6,335.50
<b>Total</b>			500.00000	200.00000	245.67	11,440.75

Minimum Gain   
  Maximum Gain   
  First-In First-Out   
  Specific ID

Suspend    Undo    Save    Help    Skip this sale

Here's how to use the **Quicken Capital Gains Report** to properly import your Quicken sales data:

- For each sale record that you need to apply, refer to the upper left hand corner of Investment Account Manager's sale transaction window to **identify the trade date for the sold security**. *Note:* Quicken sale transactions that were entered for all shares owned of a security are automatically imported into Investment Account Manager.
- Then, using the **Quicken Capital Gains Report**, locate this matching sale record by referring to the **'Sold'** column.
- Notice that the **Quicken Capital Gains Report identifies the 'Bought' date** for the sold security. Using this information, you now can locate the corresponding record listed in the Investment Account Manager table showing owned shares by matching the Quicken 'Bought' date with the Investment Account Manager 'Date Acquired'.
- Now apply the quantity sold by first **clicking the radial dial next to 'Specific Identification'**. *Note:* if you have consistently applied sales using the minimum gain or maximum gain methods provided in Quicken, you can select these methods in Investment Account Manager for proper conversion.
- **Locate the lot to be used for the sale**, then point and left click your mouse in the Quantity Applied column and enter the quantity sold from this holding.
- **To sell all quantity held in a lot**, point and left-double click in the Quantity Applied column and Investment Account Manager will default to this field the total number of shares held in this lot, or the balance of the shares "Left to Apply". You can edit the number of shares to apply as necessary.
- Continue to specifically identify which current position lots to use in this sale transaction by referring to the Quicken Capital Gains Report until all quantity sold has been applied. As you apply the sale to specific lots, the "Quantity Left To Apply" amount is automatically reduced, **until you reach zero**. At that point the Save button becomes active. Use the **Save button** to record this sale transaction and continue with the import process.
- **Suspend:** If during the import process you need to suspend the program, you can click on the 'Suspend' button. This allows you to stop the QIF import process, and later begin at this point. This might be necessary, for example, if you are missing past investment reports and need these to verify historical transactions.
- **Undo Applied:** use this choice (at anytime) to undo all sale lot applications. The value left to apply will reset to the total shares sold, and all lot sizes will be restored to their initial amounts. You can then begin the sale application again.

- **Skip This Sale:** use this button to skip any sale applications during the import process. You will need to enter these later in Investment Account Manager. Any skipped transactions will be listed on the **Quicken File Conversion Exception Report**. **Note:** if you skip sale activity for an asset during the import process, share balances shown prior to subsequent sale activity for the same asset will be incorrect. This is likely caused by stock split activity that occurred between the skip sale, and the subsequent sale. By skipping the sale activity, the import program is using Quicken data to adjust shares not owned. To prevent this problem, we suggest you suspend the procedure, obtain the necessary information to complete the sale application, and then resume the QIF import process, entering the sale activity as it occurred.

**Note:** in the case of mutual funds, you have the ability to apply sales using the Average Cost method. Follow the method reported by Quicken, or the method reported to you by the mutual fund company.

- **Average Cost Single-Category:** in the single-category method, the average cost of ALL shares owned at the time of each sale is derived, regardless of how long the shares have been held. This includes those shares acquired with reinvested dividends or capital gains distributions. The basis of the shares is the basis of ALL shares of that mutual fund in the portfolio at the time of each sale. Even though you use only one category to compute basis, you may have short-term or long-term gains or losses. To determine holding period, the IRS assumes the shares sold are considered to be those acquired first. Investment Account Manager applies the sale automatically as first in – first out.
- **Average Cost Double-Category:** in the double-category method, all shares in a portfolio at the time of sale are divided into two categories: short-term and long-term. The adjusted basis of each share in a category is the total adjusted basis of all shares in that category at the time of sale divided by the total shares in the category. The specific identification method is then used to indicate from which category the shares are to be sold.

## Quicken® - Return of Capital

This screen is used to identify the application of a Quicken return of capital (ROC) transaction when more than one security lot was owned at the time the return of capital was received.

Date Acquired	Quantity Held	Before ROC Cost	ROC Allocation	After ROC Cost
02/05/1993	1,000.00000	13,058.75	20.05	13,038.70
09/20/1993	4,000.00000	42,610.00	80.20	42,529.80
<b>Total</b>	<b>5,000.00000</b>	<b>55,668.75</b>	<b>100.25</b>	<b>55,568.50</b>

The top portion of this screen indicates the record date, security symbol and security description. The lower portion of this screen lists the existing lots held of the asset. If you owned more than one lot of the asset at the time the ROC was received, you can choose one of two methods to apply the distribution.

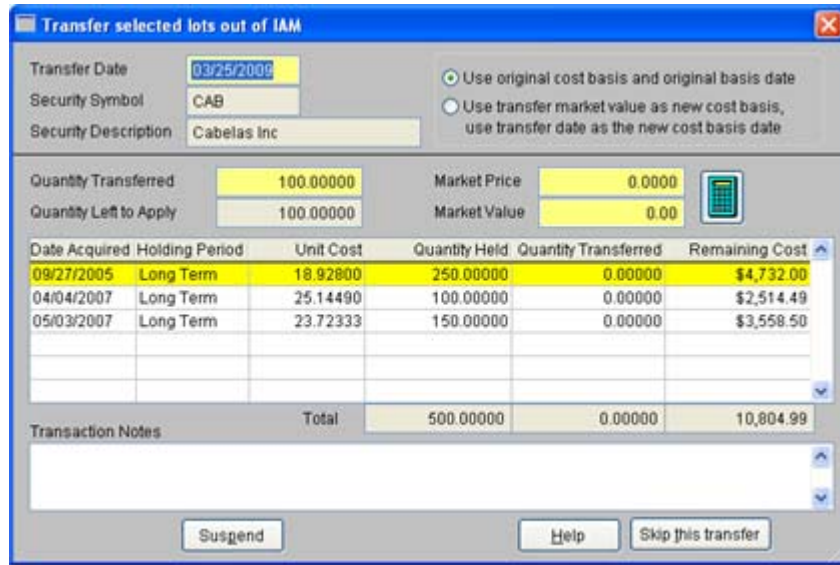
- **Apply proportionally to all lots:** this is the defaulted choice for the ROC application. This choice will reduce proportionally the cost basis of all existing lots of the asset based on shares held.
- **Apply to individual lot:** use this choice to select (point & double click) a single lot to apply the return of capital distribution.
- **Save:** use this selection to save the return of capital transaction.
- Use the **Suspend** button to stop the Quicken import process, and later begin at this point. This might be necessary, for example, if you are missing past investment reports and need these to verify historical transactions.
- Use the **Skip this Transaction** button to skip this return of capital transaction. You will need to enter these later in Investment Account Manager. Any skipped transactions will be listed on the final transactions

report summarizing all activity. **Note:** if you skip activity for an asset during the import process, cost basis shown later in this import process for the same asset will be incorrect. **To prevent this problem, we suggest you suspend the procedure, obtain the necessary information to complete the ROC application, and then resume the Quicken import process, entering the ROC activity as it occurred.**

**Note:** it is important to match the method used in Quicken so any remaining cost basis in the security is accurate after the conversion process. If the remaining cost basis shown after the ROC has been applied **does not match** that reported in Quicken after the import is complete, you can edit the adjusted cost basis by selecting IAM's Transactions Menu | Add Edit Delete Transactions | select the individual asset's purchase record | select the Edit/Delete tab | select the Current Balance record | and then edit the net amount as necessary. If the remaining cost basis shown after the ROC has been applied does not match that reported in Quicken, and the security lot has been used in a subsequent sale application, the realized capital gains shown on the Investment Account Manager Sold Securities report will not precisely match that reported on the Quicken Capital Gains report. We suggest you apply the sale now, and when the import is completed, undo the sale, make the necessary cost basis adjustments to the sold shares, and then re-enter the sale directly in IAM.

### Quicken® – Transfer Shares

This screen is used to identify the application of a Quicken transfer (ShrsOut) transaction out of the portfolio when more than one security lot of the issue was owned at the time of the deliver activity.



Investment Account Manager's transfer feature allows you to assign what values to use for the cost basis of shares transferred. Verify the basis you assigned in Quicken, and then select the proper radial button to **assign original cost basis and basis date** for transferred shares, or to **assign current market values as cost basis and transfer date** for basis information (for inherited shares, gifts to charity, required distributions from non-taxable accounts). In most cases, the IRS requires the original cost basis and basis date be used for shares transferred. Check with a tax advisor or appropriate IRS publications as necessary.

You can then selectively apply the transfer to any of the specific lots you own. This enables you specifically identify which lots to use in the transfer (considering the holding period and cost basis of the each lot and matching the transferred shares in Quicken).

**Note:** the Quicken ShrsOut transaction does not provide the required **Market Price** or **Market Value** for the quantity transferred. To convert this Quicken transaction, you will need to enter one of these two values.

- **Identify the lot** to be used in the transfer procedure, and then left-click in the quantity transferred column to enter the quantity for the transfer from this holding.
- **To transfer all quantity held** in a lot, point and left-double click in the quantity transferred column and Investment Account Manager will default to this field the total number of shares held in this lot, or the balance of the shares "Left to Apply." You can edit the number of shares to apply as necessary.
- Continue to specifically identify which current position lots to use in this transfer transaction until all quantity transferred has been applied. As you apply the quantity transferred to specific lots, the "Left to Apply" amount is automatically reduced, until you reach zero "Left to Apply."

Button Choices:

- Use the **Save** button to save the transfer.
- Use the **Undo** button to undo all transfer lot applications. The value left to apply will reset to the total transferred, and all lot sizes will be restored to their initial amounts. You can then begin the procedure again.
- Use the **Cancel** button to cancel this transfer activity.
- Use the **Suspend** button to stop the Quicken import process, and later begin at this point. This might be necessary, for example, if you are missing past investment reports and need these to verify historical transactions or market prices on date of the transfer.
- Use the **Skip this Transaction** button to skip this transfer (deliver) transaction. You will need to enter these later in Investment Account

Manager. Any skipped transactions will be listed on the final transactions report summarizing all activity. **Note:** if you skip activity for an asset during the import process, shares and cost basis shown later in this import process for the same asset will be incorrect. **To prevent this problem, we suggest you suspend the procedure, obtain the necessary information to complete the transfer application, and then resume the Quicken import process, entering the transfer activity as it occurred.**

## Quicken® - Cover Short

This screen is used to identify cover short (CvrShrt) transactions for any previous short sales recorded in Quicken in which only part of the short security position was covered. Use the **Quicken Capital Gains Report** as a reference while entering these 'buy to cover' applications. **Note:** create this report listing all past short activity by sale date, oldest to newest activity. This will make the process of matching methods used in Quicken accurate so any remaining short positions are correct after the conversion process.

Date Shorted	Holding Period	Unit Cost	Quantity Shorted	Quantity Applied	Realized Gain or Loss	Remaining Cost
03/09/2009	Short Term	33.175	200.00000	0.00000	0.00	6,635.00
03/04/2009	Short Term	36.900	150.00000	0.00000	0.00	5,535.00
02/26/2009	Short Term	40.850	100.00000	0.00000	0.00	4,085.00
Total			450.00000	0.00000	0.00	16,255.00

Here's how to use the **Quicken Capital Gains Report** to properly import your Quicken sales data:

- For each 'buy to cover' record that you need to apply, refer to the upper left hand corner of IAM's sale transaction window to **identify the trade date for the short security**. **Note:** Quicken 'cover short' transactions

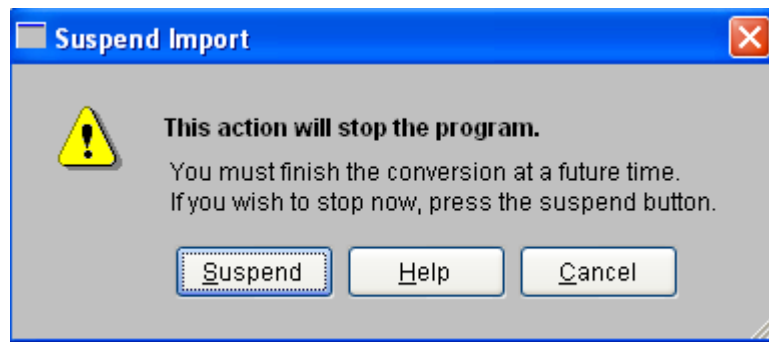
that were entered for all shares shorted of a security are automatically imported into Investment Account Manager.

- Then, using the Quicken Capital Gains Report, locate this matching security short/covered record by referring to the 'Bought Date' column.
- Using this information, you now can locate the corresponding record listed in the IAM table showing shorted shares by matching the Quicken 'Sold Date' with the IAM 'Date Shorted'.
- Now apply the quantity covered by first clicking the radial dial next to 'Specific Identification'. **Note:** if you have consistently applied 'cover short' using the minimum gain or maximum gain methods provided in Quicken, you can select these methods in Investment Account Manager for proper conversion.
- Locate the lot to be used for the 'cover', then point and left click your mouse in the Quantity Applied column and enter the quantity 'covered' from this short holding.
- To 'cover' all quantity held short in a lot, point and left-double click in the Quantity Applied column and IAM will default to this field the total number of shares held in this lot, or the balance of the shares "Left to Apply." You can edit the number of shares to apply as necessary.
- Continue to specifically identify which short position lots to use in this 'cover' transaction by referring to the Quicken Capital Gains Report until all quantity 'covered' has been applied. As you apply the buy to cover to specific lots, the "Quantity Left to Apply" amount is automatically reduced, until you reach zero. At that point the **Save** button becomes active. Use this selection to save the buy to cover transaction and continue with the import process.
- **Suspend:** If during the import process you need to suspend the program, you can click on the 'Suspend' button. This allows you to stop the Quicken import process, and later begin at this point. This might be necessary, for example, if you are missing past investment reports and need these to verify historical transactions.
- **Undo Applied:** use this choice (at anytime) to undo your entries. The value left to apply will reset to the total shares 'covered', and all lot sizes will be restored to their initial 'short' amounts. You can then begin the 'buy to cover' application again.
- **Skip This Buy:** use this button to skip any 'buy to cover' applications during the import process. You will need to enter these later in Investment Account Manager. Any skipped transactions will be listed on the final transactions report summarizing all activity. **Note:** if you skip 'buy to cover' activity for an asset during the import process, share balances shown prior to subsequent 'buy to cover' activity for the same asset will be incorrect. ***To prevent this problem, we suggest you suspend the procedure, obtain the necessary information to***

*complete the 'buy to cover' application, and then resume the Quicken import process, entering the activity as it occurred.*

## Quicken - Suspend Import

If during the conversion process you need to suspend the Quicken import program, you can click on the **Suspend** button.



This allows you to stop the conversion and later begin at this point. This might be necessary, for example, if you are missing past investment reports and need these to verify historical transactions. You can resume the Quicken import by selecting the File Menu | Import | Quicken Interchange Format (QIF) File.

- You should also use the Suspend button to abort the conversion process for a Quicken portfolio (for example if you want to start over after correcting errors in your Quicken data).
- To delete a Quicken portfolio, after suspending the conversion select the File Menu | Add Edit Delete Portfolios and select the Quicken portfolio from the Investment Account Manager portfolio list.
- Use the **Delete** button to delete the partially imported portfolio from Investment Account Manager. You can then begin the QIF import of the Quicken portfolio data again by selecting the File Menu | Import | Quicken QIF file.

## Quicken® – Verifying Results

At the end of the Quicken® import process, this screen will indicate the total number of records in the QIF import file, and the number of matching records created in the newly created portfolio.



If any transactions were not imported to Investment Account Manager, use the **Print Exceptions** button to print a report listing these transactions. Use this report to reconcile your Quicken data in Investment Account Manager. The following Quicken transaction types are currently not converted, and will be listed on the QIF import Exception Report if included in the QIF file.

- Exercise - Exercise Employee Stock Option
  - ExercisX - Exercise Employee Stock Option & Transfer
  - Expire - Expire Employee Stock Option
  - Grant - Employee Stock Option Grant
  - Vest - Vest in an Employee Stock Option
  - Skipped Sales
  - Skipped Assets
- If your Investment Account Manager money market fund balance does not match your Quicken ending cash balance, you can manually edit the balance derived at the end of the import process. An **adjusting entry** will be recorded into the Investment Account Manager transaction activity ledger. Be certain to review all transactions listed on the Quicken Conversion File Exceptions Report for the missing offset transactions.
  - After printing the Exceptions Report, select **Exit** to complete the Quicken import process. Investment Account Manager will recalculate the IAM home page, reflecting imported Quicken data.
  - Using the tabs provided on the Investment Account Manager Home Page:

- Click on the tab labeled ***Portfolio Values***, and then click on the ‘report’ button in the upper right corner of this tab. Use this report to compare holdings, quantities, and cost basis.
  - Click on the tab labeled ***Income Received***, for Select Range select ‘**Include All Dates**’, then click on the ‘report’ button in the upper right corner of this tab. Use this report to compare investment income, interest, and capital gain distributions received. You should also compare results for other dates ranges, including for all activity.
  - Click on the tab labeled ***Sold Securities***, for Select Range select ‘**Include All Dates**’, then click on the ‘report’ button in the upper right corner of this tab. Use this report to compare realized gains and losses for sold issues. You should also compare results for other dates ranges, including for all activity.
  - Refer to the Reports Menu | Portfolio for other reports you can print to compare transactions, performance, and other data as necessary.
- Be sure to use the **File Menu | Backup Data** choice to backup portfolios as you convert them from Quicken.
  - If you find any discrepancies, please review your Quicken data or edit as necessary directly in Investment Account Manager by selecting the Transactions Menu | Add Edit Delete Transactions.

If you have questions with editing, please refer to the online help system or contact Investment Account Manager support by emailing [techsupport@quantixsoftware.com](mailto:techsupport@quantixsoftware.com).

## Appendix

### Conversion Factors for Quicken® Bond-Like Investments

If you have entered bond-like investments into Quicken (corporate bonds, Government bonds, etc.) you will need to indicate the method which you entered these securities. The conversion factor will be applied for all bond-like investments imported, so verify you have used a single consistent entry method in Quicken. To accurately define Quicken bond-like investments, be sure you have created the necessary reports as outlined on pages 1 and 2 of this document.

What conversion factor would you like to use for bond-like investments?

- No Bond-like Investments
- 1 (1 bond entered as 1 unit, purchase price \$1000)
- 10 (1 bond entered as 10 units, purchase price \$100)
- 100 (1 bond entered as 100 units, purchase price \$10)
- 1000 (1 bond entered as 1000 units, purchase price \$1)

#### ***Quicken Examples:***

- If in Quicken you entered 25 units for a bond-like purchase with a total cost of \$25,000, select the option for conversion factor equals 1. This equates to 1 bond entered as 1 unit, purchase price of \$1000.
- If in Quicken you entered 250 units for a bond-like purchase with a total cost of \$25,000, select the option for conversion factor equals 10. This equates to 1 bond entered as 10 units, purchase price of \$100.
- If in Quicken you entered 2500 units for a bond-like purchase with a total cost of \$25,000, select the option for conversion factor equals 100. This equates to 1 bond entered as 100 units, purchase price of \$10.
- If in Quicken you entered 25,000 units for a bond-like purchase with a total cost of \$25,000, select the option for conversion factor equals 1000. This equates to 1 bond entered as 1000 units, purchase price of \$1.